

## SUPPORT PERSON

A support person is any person who a student wishes to accompany and/or support them in the Student Conduct process. Support people may be another student, a parent, sibling, attorney, family friend, University staff or faculty member or any other person who has agreed to support the student. When a student identifies a support person to University staff, a privacy waiver must be filled out by the student and the support person prior to University involvement of the support person.

## ADMINISTRATIVE REVIEW POINTS

A student involved as a principal party in the Student conduct process is permitted to have a support person of their choice present for assistance. The following rules apply to such support people:

1. In all Conduct meetings, whether or not a support person is present, the primary conversation shall be with the student. Students are expected to speak on their own behalf. The Support person's role is intended to facilitate the student in doing so, and not as representation of the student.
2. The Support person's role is to consult with the student. This may include taking notes for the student, conferring with the student in ways which will not disrupt the progress of the review, assisting the student in keeping documentation organized, and generally ensuring that the student presents all pertinent facts. Prior to the review the support person may provide valuable assistance by helping the student prepare and clarify what they wish to say, establish what information is important, identify questions the student may wish to ask, and anticipate questions to which the student may be asked to respond during the review.
3. Support people and witnesses play distinctly different roles in the conduct process. Therefore, a witness should not expect to serve as a support person or vice versa. Witness statements will not be accepted from a support person who has been present during other interviews.
4. Support people may ask process related questions which may be answered in a general manner if no privacy waiver has been signed by the student. If a privacy waiver has been signed specific information related to the student may be shared.
5. If a support person interrupts or otherwise inhibits the conduct process they may be excluded from the meeting.
6. The student's support person may be a licensed or practicing attorney. If the student's support person is a practicing attorney the relationship between the student and conduct officer does not change. The conduct process is an administrative process distinct from a court process. The conduct process is designed to be part of the educational experience at UC Santa Cruz. The conduct process does not follow the formal rules of evidence and procedure attorneys may encounter in court settings. The educational context and purpose of this proceeding require that an attorney play a different role than in the courtroom. As an educational process attorneys are encouraged to help students learn about their rights, how to make a supported argument and identify opportunities for growth and reflection in decision making.

# UC SANTA CRUZ STUDENT CONDUCT



## CONTACT US

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## Questions?

**We are happy to answer any process related question prior to the conduct meeting. Questions may about how to best support a student during the conduct process may be directed to the conduct officer prior to the meeting to review the incident.**

## **Student Conduct, University of California, Santa Cruz**

### **Support Person Agreement**

By signing this Student Conduct Agreement (“Agreement”), I the undersigned agree that I understand the role of the Support person as defined in the Guidelines for Student’s Support person.

As referenced in the Guidelines, a Support person is any individual accompanying a student Complainant or Respondent in the Student Conduct Process who provides support for the student. That person may be present in meetings with a conduct officer, but may not serve as a witness, and may not speak on behalf of the student or otherwise interrupt proceedings at any point.

Once a student waives their privacy, a Support person may overhear, learn or be given access to confidential student information (e.g., academic records, contact information, and health information). By signing this Agreement, the Support Person agrees they will not copy, distribute, post, alter, or make public any such information, and understands that this obligation continues after the completion of the investigation and during any appeal process as outlined in the UC Santa Cruz Student Policies and Regulations Handbook.

Further, I understand that should the Support Person fail to adhere to their role as defined under the Procedures, the Support Person may be excluded from meetings and proceedings.

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Student Print Full Name

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Student Signature

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Support Person Print Full Name

\_\_\_\_\_  
Support Person Signature

\_\_\_\_\_  
Support Person Contact

\_\_\_\_\_  
Date

